

Program Director

Colorado Opportunity Scholarship Initiative

POSTING DATE: December 3, 2021

CLOSING DATE: December 31.2021

COMPENSATION: \$70,000- 85,000/annually

DESCRIPTION OF JOB:

The Program Director will oversee administrative functions of the Colorado Opportunity Scholarship Initiative (COSI). In consultation with the Senior Director, the Program Director will lead the technical assistance team and is responsible for the day-to-day oversight of the grant programs, the proposal process, contracts, payments, reporting, and compliance.

Essential Duties & Responsibilities

Program Development

- Build awareness of community partner programs and scholarship matching opportunities from the Colorado Opportunity Scholarship Initiative throughout the state.
- Assist the COSI Senior Director with board meetings, legislative and senior team requests, and outreach and awareness.
- Think creatively and work collaboratively with the COSI Senior Director to launch and drive new initiatives from inception to implementation aligned with the mission and vision of COSI and CCHE's strategic plan.
- Identify opportunities for improvement and growth within the program.
- Support in researching best practices in student services and scholarships and translating research into meaningful best practices for community partners.
- Support in developing communications and social media strategy to engage with the community and provide communication materials and support to grantees.
- Represent the COSI at conferences and events as appropriate.

Program Management

- Ensure the execution of Community Partner Program Grant and Matching Student Scholarship Grant activities: developing/modifying grant program, advising awardee selection process, monitoring grantees program progress, managing grant agreements, payment approvals, and data collection.
- Day-to-day oversight of the Community Partner Program and Matching Student Scholarship grants.
- Ensure the grant database meets the team's needs for day-to-day grant management and external reporting purposes.
- Provide management and direction in the grant proposal process, from request for proposal to contract execution.
- Creating long and short-term program plans, including setting targets for milestones, and adhering to deadlines.
- Lead collection and preparation of year-end reports and assist the contracted evaluator in preparing annual evaluation reports for the program.

Network Support & Coordination

- Create and implement efficiencies across the program, which will enable programs and teams to scale quickly.
- Coach and facilitate change to better align all student support programs' goals, objectives, and implementation of activities to support the mission and vision of COSI and the CCHE strategic plan.
- Oversee the technical assistance support and initiatives, including event planning, professional development opportunities, developing materials and resources to support program development, implementation, and management.

Staff Oversight

- In consultation with the Senior Director, ensure adequate and qualified staff to carry out the program activities.
- Directly supervise program staff by providing direction, input and feedback, and professional development opportunities.
- Delegate workload and task supervise the team.
- Implement a performance management process for all program staff.

Other Duties & Responsibilities

Act as a collaborator and active team member, contributing to various projects as necessary throughout the year and performing other duties as assigned

REQUIRED QUALIFICATIONS:

Competencies

- Professional commitment to erase racial/ethnic equity gaps and create equity-minded procedures and practices.
- Leading and supervising individuals and teams
- Ability to manage multiple priorities, projects, groups, and activities
- Data management, reporting, and program evaluation
- Knowledge of how to distill and present dense information to various audiences
- Self-starter & self-directed
- Ability to work independently as well as be a team player
- Strong organizational skills and detail-oriented
- Excellent verbal and written communication skills
- Flexible and adaptable with an ability to quickly adapt to new circumstances as they arise and a willingness to embrace new tasks and challenges.
- Proficiency with Microsoft Office applications

Education

Master's degree in research, policy, education or related field preferred

Experience

- Five to seven years' work experience in secondary, postsecondary, grant management, and project management.
- Experience working in a remote environment and using virtual tools to support remote work.

PREFERRED QUALIFICATIONS:

- Experience in developing and implementing postsecondary student support programs.
- Experience in developing and implementing postsecondary scholarship/financial support programs.
- Extensive project management experience with time spent planning, leading, directing, and managing multiple projects.
- Project management certification and experience with the use of project management tools.

WORKING CONDITIONS

Works in a normal office environment. It does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers. Some travel is required.

This position will be working remote; The Department expects to return to the office on a hybrid schedule of possibly two-three days in office and remote. Currently, we do not have a transition timeline.

As a condition of employment, effective September 20, 2021, employees will be required to attest to and verify that they are fully vaccinated for COVID-19, or submit to twice weekly serial testing. This offer is therefore contingent upon your attesting to your vaccination status with proof of vaccination within three (3) business days of first day of work, or participating in twice-weekly serial testing for COVID-19. Testing will take place in-person and will be considered paid work time. Be advised that "fully vaccinated" means two (2) weeks after a second dose in a two-dose series of the COVID-19 vaccine, such as the Pfizer or Moderna vaccine, or two (2) weeks after the single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, as defined by the State of Colorado's Public Health Order and guidance issued by the Colorado Department of Public Health & Environment

Benefits:

- The Colorado Department of Higher Education offers benefits for this position, which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department.
- Disability insurance is provided at no cost to the employee.
- Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 10 paid holidays in a calendar year.
- Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1560 Broadway, Suite 1600
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.